

# Registration Policies

Takoma Park Recreation Department  
[www.takomaparkmd.gov/recreation](http://www.takomaparkmd.gov/recreation) - Phone 301-891-7290

## Wait List Policy

- In the event that a program has more interest than available space, we will keep a waiting list. Individuals on the waiting list will be accommodated on a first-come, first-served order. In the event that another class is created, individuals from the waiting list will be contacted.

## Registration Policies

- The Recreation Department reserves the right to cancel any program/class due to insufficient enrollment or to substitute teachers without participant notification.
- Classes will be canceled on school holidays, vacations, snow days or any other dates noted in the guide. If schools close midday due to a weather or other emergency, children's classes will also be canceled. Every attempt will be made to reschedule classes canceled due to weather emergencies, but refunds cannot be guaranteed.
- A resident of Takoma Park is any person who lives within the 2.8 square mile corporate limits. A nonresident lives outside the corporate limits. If you are not sure of your residency status, please call us and we will be happy to assist you.

## Refund Policy *Please read carefully*

- Registrants assume the risk of changes in personal affairs or health. Refunds will be approved with written/electronic notification received seven working days prior to scheduled start of program. A \$15.00 administrative fee will be deducted from the total refund.
- Registrant may choose to receive a credit for the remaining amount which may be used for another program. Credits MUST be used by June 30. After that time the credit will be forfeited. Credits cannot be transferred.
- Refunds after the program has begun will be considered only with medical verification (No Exception). No refund after the program has ended.

## Late Policy

- The City of Takoma Park Recreation Department implements the following late pick-up policy for all program participants. A fee of \$10.00 will be assessed for every 15 minutes after the scheduled pick-up time for each participant up to 1 hour or for a total of \$40. Payment must be made at the time of pick-up directly to the staff member assigned. One hour after the scheduled pick-up time, program staff will bring your child to the Takoma Park Police Department, where parent or guardian can pick-up their child.